

Meetings of Council, Committees, Sub-Committees and Working Groups – Requirements

Type of Meeting	Non – councillor members?	Public Right to Attend?	Notice Required	Quorum	Licensed premises?	Minutes
Full Council	No	Yes	Three clear days’ notice	Third of council or three (whichever is greater)	Legal restriction	Yes
Committee (With delegated powers or advisory only)	Yes* (Except finance)	Yes	Three clear days’ notice to public (law allows on the day a short notice meeting convened, but NALC still recommends three clear days)	NALC recommend three (no legal min.)	NALC recommends that SOs prevent (no legal restriction)	Yes
Sub-Committee (With delegated powers or advisory only)	Yes*	No statutory right (NB. NALC recommend unless confidential, sensitive etc.)	Three clear days’ notice to public (law allows on the day a short notice meeting convened, but NALC still recommends three clear days)	NALC recommend three (no legal min.)	NALC recommends that SOs prevent (no legal restriction)	Yes
Working group/Task & Finish (for short-term projects or tasks)	Yes	No**	No	N/A	N/A	N/A

* Non-councillors only have voting rights re management of land, harbours, tourism and festivals

** Subject to council’s Standing Orders